

BUDGET UNIT: GROUNDS DIVISION (AAA FMD FMG)

I. GENERAL PROGRAM STATEMENT

The Facilities Management Department Grounds Division is responsible for the grounds maintenance services provided to county owned facilities and some leased facilities through a combination of in house personnel and private grounds maintenance service providers.

II. BUDGET & WORKLOAD HISTORY

| | Actual 2001-02 | Budget 2002-03 | Actual 2002-03 | Budget 2003-04 |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Total Appropriation | 1,271,781 | 1,595,135 | 1,439,226 | 1,456,154 |
| Total Revenue | 716,904 | 753,370 | 906,693 | 639,000 |
| Local Cost | 554,877 | 841,765 | 532,533 | 817,154 |
| Budgeted Staffing | | 28.0 | | 23.7 |
| <u>Workload Indicators</u> | | | | |
| Acres Maintained | 715 | 715 | 720 | 720 |

Variance in budget is a result of vacant positions and savings in services and supplies. Increase in revenue is a result of additional ground services provided at the Arrowhead Regional Medical Center and the old County Medical Center located on Gilbert Street in San Bernardino.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing reduction of 4.3 includes the deletion of 1.0 Supervising Grounds Caretaker as outlined in the Facilities Management Department 4% spend down plan. The portion of the 30% Cost Reduction Plan implemented includes the deletion of 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I. Additionally, the department has deleted 1.0 Grounds Caretaker II and reduced funding to 73% for a Grounds Caretaker I (0.3 budgeting staffing) to offset loss of revenue from the old County Medical Center site.

PROGRAM CHANGES

None.

| GROUP: Internal Services | | | FUNCTION: General | | |
|--|----------------------------|------------------------------------|---|--|---------------------------------|
| DEPARTMENT: Facilities Management - Grounds | | | ACTIVITY: Property Mgmt | | |
| FUND: General AAA FMD FMG | | | | | |
| | 2002-03 Actuals | 2002-03 Approved Budget | 2003-04 Board Approved Base Budget | 2003-04 Board Approved Changes to Base Budget | 2003-04 Final Budget |
| <u>Appropriation</u> | | | | | |
| Salaries and Benefits | 957,337 | 1,096,809 | 1,079,091 | (29,057) | 1,050,034 |
| Services and Supplies | 481,889 | 498,326 | 468,287 | (67,916) | 400,371 |
| Central Computer | - | - | 894 | - | 894 |
| Transfers | - | - | (424) | 5,279 | 4,855 |
| Total Appropriation | 1,439,226 | 1,595,135 | 1,547,848 | (91,694) | 1,456,154 |
| <u>Revenue</u> | | | | | |
| Current Services | 906,693 | 753,370 | 745,370 | (106,370) | 639,000 |
| Total Revenue | 906,693 | 753,370 | 745,370 | (106,370) | 639,000 |
| Local Cost | 532,533 | 841,765 | 802,478 | 14,676 | 817,154 |
| Budgeted Staffing | | 28.0 | 25.0 | (1.3) | 23.7 |

FACILITIES MANAGEMENT

Total Changes Included in Board Approved Base Budget

| | | |
|---------------------------------|-----------------|--|
| Salaries and Benefits | (40,727) | 4% Spend Down Plan - delete 1.0 Supervising Grounds Caretaker. |
| | 30,392 | MOU. |
| | 54,056 | Retirement. |
| | 9,655 | Risk Management Workers' Comp. |
| | (71,094) | 30% Cost Reduction Plan - delete 1.0 General Maintenance Worker and 1.0 Grounds Caretaker I. |
| | <u>(17,718)</u> | |
| Services and Supplies | (7,922) | 4% Spend Down Plan. |
| | 1,047 | Risk Management Liabilities. |
| | (23,164) | 30% Cost Reduction Plan. |
| | <u>(30,039)</u> | |
| Central Computer | <u>894</u> | |
| Transfers | <u>(424)</u> | Incremental Change in EHAP. |
| Revenue | | |
| Current Services | <u>(8,000)</u> | 4% Spend Down Plan. |
| Total Appropriation Change | (47,287) | |
| Total Revenue Change | (8,000) | |
| Total Local Cost Change | (39,287) | |
| Total 2002-03 Appropriation | 1,595,135 | |
| Total 2002-03 Revenue | 753,370 | |
| Total 2002-03 Local Cost | 841,765 | |
| Total Base Budget Appropriation | 1,547,848 | |
| Total Base Budget Revenue | 745,370 | |
| Total Base Budget Local Cost | 802,478 | |

Board Approved Changes to Base Budget

| | | |
|-----------------------|------------------|---|
| Salaries and Benefits | (50,007) | Delete 1.0 Grounds Caretaker II and 0.3 Grounds Caretaker I. |
| | 20,950 | Projected step increases. |
| | <u>(29,057)</u> | |
| Services and Supplies | (62,637) | Reduce budget for Tree Trimming and Grounds Maintenance Contractors to align with projected spending for next year. |
| | (5,279) | GASB 34 Accounting Change (EHAP). |
| | <u>(67,916)</u> | |
| Transfers | <u>5,279</u> | GASB 34 Accounting Change (EHAP). |
| Total Appropriation | <u>(91,694)</u> | |
| Revenue | | |
| Current Services | (106,370) | Revenue Reduction primarily consists of loss of funding to maintain grounds at old County Medical Center site. |
| Total Revenue | <u>(106,370)</u> | |
| Local Cost | <u>14,676</u> | |